

INTEROFFICE CORRESPONDENCE

DATE: September 8, 1994
 TO: Distribution
 FROM: K. K. O'Neill, Group 1 Closures, Bldg. 080, X8665 *KKO*
 SUBJECT: OPERABLE UNIT 11 STAFF MEETINGS – KKO-038-94
 DOE Order: 4700.1
 Action: Attend staff meetings

As you know, fieldwork for Operable Unit (OU) 11 has ended and writing on the OU 11 Combined Phases RCRA [Resource Conservation and Recovery Act] Facilities Investigation/Remedial Investigation (RFI/RI) Report has begun. I believe that participation in writing the RFI/RI Report of all who worked on OU 11 during fieldwork will enhance the report. Participation in the writing of the report is also a good opportunity for all of us to gain experience in the development of technical environmental document writing. In this light, I would like to ask all of you to attend weekly staff meetings for OU 11 to discuss ideas and issues concerning each section of the report. These meetings will only be 30 minutes long. If issues arise that establish the need for a longer meeting, we will schedule a meeting for another time. The OU 11 staff meetings will be held at 2:30 on Mondays in the cafeteria, just before the Group 1 Closures staff meeting. I expect that not all of you can make it for every meeting, but please be at the 2:30 meeting if you have issues or ideas concerning OU 11.

Thanks to everyone for their hard work while OU 11 fieldwork was underway. Let's ensure that the OU 11 RFI/RI Report is an outstanding quality product for the Department of Energy, our customer. Please call me if you have any questions or problems with scheduling of the OU 11 meetings.

cc:
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